



- Kingston

### **Operations / Program Coordinator**

Beyond Classrooms Kingston (BCK)

Kingston, Ontario

Part-time, renewable contract position with possible extension

Beyond Classrooms Kingston (BCK) is seeking an energetic and creative **Operations / Program Coordinator** with excellent skills in administration, marketing, inquiry-based educational programming and the ability to work collaboratively. BCK is a non-profit charitable organization formed in 2014 and governed by a volunteer Board of Directors.

BCK is an exciting and innovative community-based education program that moves elementary teachers and their students into community sites like museums and art galleries for an entire week. The community site becomes an extension of the teacher's classroom where students build skills and engage in inquiry-based learning.

### **Job Duties and Responsibilities**

- Report to and work closely with BCK Board of Directors and its committees

#### **With support from the Board of Directors and/or its committees**

- Ensure BCK operates within its approved budget
- Assist the treasurer with annual budget and audit preparation
- Update BCK administrative policies and procedures as needed
- Prepare grant proposals, grant budgets, and required reports on schedule
- Oversee Marketing, Communications, and Fundraising efforts
- Serve as a BCK spokesperson to the media and in the community
- Establish and maintain relationships with community partners
- Recruit, train, manage, and supervise BCK volunteers
- Other duties as assigned by Board members

## **Working collaboratively with BCK Program Coordinator**

- Develop, deliver, and evaluate on-site and remote programming
- Assist teachers to develop a curriculum-based learning plan for the BCK week
- Coordinate and support teachers, on-site staff, community experts, on-site volunteers, and elementary students
- Develop and deliver workshops and program outreach opportunities

## **Professional Skills and Requirements**

### **Required**

- Solid time management skills
- Organizational abilities, including planning, program development and coordination
- Strong financial management skills, including budget preparation, analysis, decision making and reporting. Understanding of financial accountability requirements.
- Strong computer skills including spreadsheets, word processing, email / internet, web-site and social media maintenance
- Excellent written and oral communication skills (English), and public speaking ability
- Active fundraising experience and the ability to effectively communicate the organization's mission to donors, volunteers, and community members
- Experience writing and preparing successful grant applications
- Strong work ethic with a high degree of energy. Demonstrated ability to work in a self-directed manner, but also collaboratively as part of a team

### **Preferred**

- A bachelor's degree or diploma in business administration, education or a related field
- Experience working in the non-profit sector and with Board Members
- The ability to create and deliver virtual/remote programming
- A strong understanding of inquiry-based learning principles and experience implementing them
- Experience in museum education and/or elementary curriculum
- Experience implementing a strategic plan

## ADDITIONAL INFORMATION

- **Hours:** 20 hours/week with flexibility in work schedule with the possibility of additional hours. Position will require occasional evening work for meetings.
- **Salary:** \$22.00 to \$26.00 per hour (dependent upon experience) plus 4% vacation pay/hour.
- **Work location(s):** This position reports in-person at our office location at 847 Princess Street. The position may also require remote work as well as working from community locations such as museums, galleries, and schools. Successful applicant must be able to provide own transportation.
- **Requirements:** Must provide a clear Criminal Police Check (CPIC) with Vulnerable Sector check upon hiring.
- **Closing date:** Dec. 20, 2021 at 4:30 pm
- **Anticipated start date:** 4-6 weeks after closing
- **How to apply:** Please send resume and cover letter as ONE document in pdf.,doc. or docx format to BCK Administrative Coordinator, Robin Hendry [info@beyondclassrooms.ca](mailto:info@beyondclassrooms.ca). Please indicate Operations / Program Coordinator in the subject line. A complete Operations / Program Coordinator job description is available on BCK website. <https://www.beyondclassrooms.ca> under the What's NEW tab.
- If you would like to learn more about BCK, its impact on students and this employment opportunity please visit: [www.beyondclassrooms.ca](http://www.beyondclassrooms.ca)

Beyond Classrooms Kingston values inclusivity and diversity in the workplace. We welcome applicants from equity seeking groups including but not limited to women, radicalized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society. We are committed to providing accessible employment practices that are in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disability Act (ADDA).

If contacted regarding this competition, please advise the hiring committee member of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check) including vulnerable sector, at their own expense as a condition of employment. We appreciate all applications received, however only those invited for an interview will be contacted.



*Beyond Classrooms Kingston is a recipient of the City of Kingston Heritage Fund*

